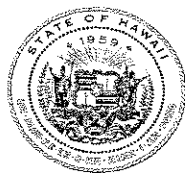


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STATE PROCUREMENT OFFICE**

P.O. Box 119
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November 5, 2004

TO: Eligible Nonprofit Providers of Health and Human Services

SUBJECT: Surplus Property, Excess State Property and Cooperative Purchasing Programs
Available to Qualifying Nonprofit Organizations

I would like to take this opportunity to invite your participation in three State Procurement Office (SPO) programs available to eligible nonprofit, tax-exempt organizations.

Surplus Property Program

The SPO's Surplus Property Management Office administers a State property disposal program and coordinates the reutilization of State and Federal surplus property available through the Federal surplus property program. Federal surplus property is available to nonprofit, licensed and/or approved, tax-exempted educational or public health organizations, and homeless providers. Applicants are reviewed for eligibility, and compliance checks are done to ensure proper utilization of property. A partial listing of surplus goods available is located at www.spo.hawaii.gov, click on "Procurement of Goods, Services and Construction" and "Surplus Property List." For further information, contact Craig Kuraoka at 831-6757 or craig.kuraoka@hawaii.gov.

Excess State Property Donation Program

The SPO's Inventory Management Office administers a property donation program. Nonprofit, tax-exempt organizations whose earnings are used to help the poor or needy are eligible. A list of items is distributed monthly to eligible providers. For each item, the list includes the year it was purchased, acquisition cost, the contact person's name and phone number, department and island on which the item is located. If interested in an item, an approved provider may call the contact person and arrange to inspect the item. For further information, contact Ron Omura at 831-6756 or ron.omura@hawaii.gov.

Cooperative Purchasing Program

Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current Chapter 103F, HRS, purchase of service health and human services contracts may purchase from SPO price and vendor lists. A price list is a group of common items or services that were competitively bid and has contractually set prices for a specified time period. Items on a price list are provided at the contracted price and terms. A vendor list is comprised of qualified

vendors that were competitively solicited to provide specified goods and/or services for a specified period and usually at discount rates from a vendor's established catalog or product lists.

To be eligible for the cooperative purchasing program, an application must be filed with the SPO along with documentation verifying the applicant's nonprofit status with the Internal Revenue Service and a current Chapter 103F, HRS, health and human services contract. Upon approval, purchases from SPO price/vendor lists are allowed if there is mutual agreement between the vendor and the nonprofit organization. A price list vendor may choose to deny participation by a nonprofit; however, if agreed upon, the nonprofit will retain its right to purchase from other than a price list vendor. Price and vendor lists may be accessed at www.spo.hawaii.gov, click "Awards (Price lists, Vendor Lists, etc.)." The Application for Cooperative Purchasing form may be downloaded at www.spo.hawaii.gov, click "Health and Human Services, Chapter 103F Procurements" and "For Private Providers." For further information, contact Corinne Higa at 587-4706/corinne.y.higa@hawaii.gov, or Mara Smith at 587-4704/mara.smith@hawaii.gov.

We encourage you to take this opportunity to participate in these programs. Should you have any questions or need assistance, please contact the persons listed above or me at 587-4700 or aaron.fujioka@hawaii.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka", with a stylized flourish at the end.

Aaron S. Fujioka
Administrator